COURSE SYLLABUS
Accounting Information Systems
Accounting 4353.001
Fall 2020

Instructor: Calee Jo Holcombe
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Phone: 936-468-3087
E-mail: holcombecalee@sfasu.edu
Office Hours: M 1:00-3:30pm, T 9:30-11:00am & 2:00-5:00pm, & R 9:30-11:00am & 2:00-3:30pm
School: Gerald W. Schlief School of Accountancy
Class Hours: TR 8:00-9:15am
Prerequisite: ACC 332 and 3 hours of Computer Science

Required Text and Materials:
Accounting Information Systems, 15th Edition by Romney, Steinbart, Summers, & Wood
Publisher: Pearson

We will be using the online Revel platform with e-book. Here is the link for our class.
https://console.pearson.com/enrollment/jz2qpc

Systems Understanding Aid (each student must have their own) – NEW COPY ONLY
Publisher: Armond Dalton Publishers, Inc.; 10th edition

The Systems Understanding Aid can be purchased at the book store or at http://armonddalton.com

Course Description:
Accounting Information Systems – Overall data flow systems emphasizing financial information and computerized systems for accounting.

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

Student Learning Objectives
Upon successful completion of this course, the student should gain:

- An understanding of the primary information flows within a business organization
- A familiarity with the documentation techniques used for representing manual and computer-based information systems
- A familiarity with the basic client server technology and security for electronic transactions
- An understanding of the related concepts of transactions cycles.
- A familiarity with the various types of electronic systems used for transaction processing
- An ability to identify the functional departments involved in the revenue, expenditure and conversion cycles.
- An understanding of the risks associated with the various transaction cycles and recognize the controls that reduce risks.
Cheating and Plagiarism:
Cheating and/or plagiarism will not be tolerated. If a student or students are proven to have cheated or plagiarized material, a grade of F will be given for the course.

Attendance Policy:
Regular on-time class attendance is expected. You are responsible for all announcements made during class. You are also responsible for getting notes and learning what was covered in class if you have to miss a class. If you are late to class you forfeit attendance points for the day. It is disruptive to the other students and the professor when students come to class late, therefore you will not receive the same benefit of the students that arrived on time.

In-Class Time:
Time in class will be spent on lecture, discussion and projects. The student is responsible for lectures, chapter readings, homework assignments and class announcements. In addition, students should be prepared for class each day with their books, assignments, etc. Bring your book to class. Respect of your colleagues and the instructor is expected.

Course Requirements:
Exams:
Every effort will be made to give exams on the scheduled dates per the syllabus. All dates are tentative and subject to change. No make-up exams will be allowed. There will be no exceptions to this policy.

Student Understanding Aid (SUA)
This is a project to be completed individually. This project implements the accounting information system from recording transactions through the completion of financial statements. You must complete the SUA from start to finish. The financial statements must be handwritten. The instructor will not accept late work.

Revel Reading Assignments
Revel assignments are due almost every class day at 2AM. These assignments require you to read the chapter and respond to various questions and quizzes.

Homework
Homework assignments are due weekly at Noon on Friday. Answer the assigned problems and save your response in an appropriate Microsoft application (usually Word). Upload your responses to the appropriate dropbox on D2L each week by noon on Friday. Be sure to include your name in the document.

Extra Credit/Bonus Points:
NO INDIVIDUAL EXTRA CREDIT ASSIGNMENTS ARE GIVEN IN ANY SITUATION.

Class Policies
When assignments are made that are to be physically handed to the professor, they are due at the beginning of class. If you are late to class your assignment will not be accepted.

During exams you must have your phone off, not on silent, off so that it does not disturb the other students.

Recording and or videoing the lecture without prior approval is prohibited.
**Grading Policy:**
Revel Reading Assignments 10%
Weekly Homework 10%
SUA 15%
Midterm 30%
Final 35%
Total 100%

**Grading Scale:**
A = 90%–100%
B = 80%–89%
C = 70%–79%
D = 60%–69%
F = 59% or below

**COVID-19 MASK POLICY**
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


**Outdoor Class**
To comply with social distancing, we will be having class outdoors between the College of Business Building and the HPE Complex. For days of inclement weather, we will either meet in an alternative location or via Zoom. See the Outdoor Class section on D2L for details.
<table>
<thead>
<tr>
<th>Date</th>
<th>Reading Assignment Due</th>
<th>Homework Due the Following Friday</th>
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</thead>
<tbody>
<tr>
<td>T 25-Aug</td>
<td>Chapter 1 Part 1</td>
<td>Problems: 1.2, 1.4, 1.5, 2.3</td>
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<tr>
<td>R 27-Aug</td>
<td>Chapter 1 Part 1 and Chapter 2 Part 1</td>
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<tr>
<td>T 1-Sep</td>
<td>Chapter 2 Part 2 and Chapter 3 Part 1</td>
<td>Problems: 2.5, 2.7, 3.3</td>
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<tr>
<td>R 3-Sep</td>
<td>Chapter 3 Part 2</td>
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<tr>
<td>T 8-Sep</td>
<td>Chapter 3 Part 3</td>
<td>Problems: 3.8, 3.10, 3.11</td>
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<tr>
<td>R 10-Sep</td>
<td>SUA Intro</td>
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<tr>
<td>T 15-Sep</td>
<td>Chapter 4 Part 1</td>
<td>Problems: TBA</td>
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<tr>
<td>R 17-Sep</td>
<td>Chapter 4 Part 2 and Chapter 5 Part 1</td>
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<tr>
<td>T 22-Sep</td>
<td>Chapter 5 Part 2</td>
<td>Problems: TBA</td>
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<tr>
<td>R 24-Sep</td>
<td>Chapter 6 Part 1</td>
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<tr>
<td>T 29-Sep</td>
<td>Chapter 6 Part 2</td>
<td>Problems: TBA</td>
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<tr>
<td>R 1-Oct</td>
<td>Chapter 7 Part 1</td>
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<tr>
<td>T 6-Oct</td>
<td>Chapter 7 Part 2</td>
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<td>R 8-Oct</td>
<td>Mid-Term Exam Day</td>
<td>Mid-Term Exam Due at Noon on Friday</td>
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<td>T 13-Oct</td>
<td>Chapter 8</td>
<td>Problems: TBA</td>
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<tr>
<td>R 15-Oct</td>
<td>Chapter 9</td>
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<tr>
<td>T 20-Oct</td>
<td>Chapter 10</td>
<td>Problems: TBA</td>
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<tr>
<td>R 22-Oct</td>
<td>Chapter 11</td>
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<tr>
<td>T 27-Oct</td>
<td>Chapter 12</td>
<td>Problems: TBA</td>
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<tr>
<td>R 29-Oct</td>
<td>Chapter 13</td>
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<tr>
<td>T 3-Nov</td>
<td>Review/Catch Up Day</td>
<td>Problems: TBA</td>
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<tr>
<td>R 5-Nov</td>
<td>SUA Due</td>
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<tr>
<td>T 10-Nov</td>
<td>Chapter 14</td>
<td>Problems: TBA</td>
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<tr>
<td>R 13-Nov</td>
<td>Chapter 15</td>
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<tr>
<td>T 17-Nov</td>
<td>Chapter 16</td>
<td>Problems: TBA</td>
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<tr>
<td>R 19-Nov</td>
<td>Chapter 17</td>
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<td>T 24-Nov</td>
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<td>R 26-Nov</td>
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<tr>
<td>T 1-Dec</td>
<td>Chapter 18</td>
<td>Problems: TBA</td>
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<td>R 3-Dec</td>
<td>Review/Catch Up Day</td>
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<tr>
<td>R 10-Dec</td>
<td>Final Exam Due at 10:30am</td>
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**Happy Thanksgiving!!!**
Student Academic Dishonesty (University Policy 4.1)
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.